

Safety Attribute Inspection (SAI) Data Collection Tool
3.1.12 Hazardous Materials / Dangerous Goods Program (OP)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure safety in air transportation when accepting, loading, and transporting hazardous materials / dangerous goods through adherence to an FAA–approved Hazardous Materials / Dangerous Goods program.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder's Hazardous Materials / Dangerous Goods Program meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Hazardous Materials / Dangerous Goods Program incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Hazardous Materials / Dangerous Goods Program.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(23)
 - 121.135(b)(23)(i)
 - 121.135(b)(23)(ii)
 - 121.135(b)(23)(iii)
 - 121.135(b)(3)
 - 121.433a
 - 121.433a(a)
 - 121.433a(b)
 - 121.433a(c)
 - Title 49 CFR 171.15
 - Title 49 CFR 171.16
 - Title 49 CFR 175.33
 - Title 49 Subchapter C

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8400.10, Volume 2, Chapter 3
HBAT 97-08
FSAT 96-06
FSAT 99-06
FSAT 02-01A

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Hazardous Materials / Dangerous Goods Program.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Hazardous Materials / Dangerous Goods Program.

Questions

To meet this objective, the inspector must answer the following questions:

1. Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Hazardous Materials / Dangerous Goods Program:
 - 1.1 Does the Certificate Holder's manual contain general policies for the Hazardous Materials / Dangerous Goods Program that comply with the specific regulatory requirements?
SRRs: 121.135(b)(1); 121.433a; Title 49 Subchapter C

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?
SRRs: 121.135(b)(3)
Related CFRs: Intentionally left blank

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Hazardous Materials / Dangerous Goods Program?
SRRs: 121.135(b)(2)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
<input type="checkbox"/> Not Applicable
 - 1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Hazardous Materials / Dangerous Goods Program?
SRRs: 121.135(a)(1)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain

<p>1.5 Does the Certificate Holder's manual have procedures and information to identify packages marked or labeled as containing hazardous materials? SRRs: 121.135(b)(23); Title 49 Subchapter C</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures and information to assist personnel in identifying packages marked or labeled as containing hazardous materials. <i>Sources:</i> 121.135(b)(23) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures for determining the proper shipper certification. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 If the Certificate Holder carries, stores or handles hazardous materials, does it have in the manual procedures and instructions for the carriage, storage or handling of hazardous materials that include the following: SRRs: 121.135(b)(23)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures and instructions for the carriage, storage, or handling of these materials. <i>Sources:</i> 121.135(b)(23) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op 	
<p>1.6.1 The proper shipper certification required by Federal Regulations for proper packaging, marking, labeling, shipping documents, compatibility of materials, and instructions on the loading, storage and handling? SRRs: 121.135(b)(23)(i); Title 49 Subchapter C</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures for determining the proper packaging. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures for determining the proper marking. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures for determining the proper labeling. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures for 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>determining the proper shipping documents. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op</p> <ul style="list-style-type: none"> • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures for determining the proper compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains procedures, and instructions on the loading, storage, and handling. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op 	
<p>1.6.2 Reporting hazardous material incidents? SRRs: 121.135(b)(23)(ii); Title 49 CFR 171.15; Title 49 CFR 171.16</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains notification procedures for reporting hazardous material incidents. <i>Sources:</i> 121.135(b)(23)(ii) <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.3 The notification of the pilot in command when there are hazardous materials aboard the aircraft? SRRs: 121.135(b)(23)(iii); Title 49 CFR 175.33</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • If the Certificate Holder carries, stores, or handles hazardous materials check that their manual contains instructions and procedures for the notification of the pilot in command when there are hazardous materials aboard. <i>Sources:</i> 121.135(b)(23)(iii) <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.7 Does the approved training program require personnel who perform any duties or have responsibility for handling dangerous articles and magnetized materials to be trained every 12 calendar months on the following: SRRs: 121.433a(a)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that no person will be used to perform any assigned duties and responsibilities for the handling or carriage of dangerous articles and magnetized materials governed by Title 49 CFR, unless within the preceding 12 calendar months that person has satisfactorily completed training in a program established and approved under this subpart. <i>Sources:</i> 121.433a(a) <i>Interfaces:</i> 1.3.7–aw; 4.2.1–aw; 4.2.3–op; 4.2.6–op; 4.2.7–op; 4.2.9–op; 5.1.5–op • Check that the Certificate Holder's manual has instructions and information that if a person has not completed the training within 12 calendar months, they satisfactorily completed training in the calendar month before, or the calendar month after, the month in which it became due. <i>Sources:</i> 121.433a(a) 	

<i>Interfaces: 1.3.7-aw; 4.2.1-aw; 4.2.3-op; 4.2.6-op; 4.2.7-op; 4.2.9-op; 5.1.5-op</i>	
1.7.1 The proper packaging? SRRs: 121.433a(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7.2 The proper marking? SRRs: 121.433a(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7.3 The proper labeling and documentation instructions regarding compatibility, loading, storage and handling characteristics? SRRs: 121.433a(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8 Does the Certificate Holder maintain satisfactory completion records for individuals who are required to receive training on the handling and carriage of dangerous articles and magnetized materials? SRRs: 121.433a(b) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that the Certificate Holder maintains a record of the satisfactory completion of the initial and recurrent training given to crewmembers and ground personnel who perform assigned duties and responsibilities for the handling and carriage of dangerous articles and magnetized materials. <i>Sources:</i> 121.433a(b) <i>Interfaces:</i> 1.3.7-aw; 3.1.11-op; 4.2.1-aw; 4.2.3-op; 4.2.6-op; 4.2.7-op; 4.2.9-op; 5.1.5-op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9 Does the Certificate Holder, when in a foreign country, supervise the loading and offloading of HAZMAT when performed by cargo personnel who have not met the requirements of CFR 121.433a (a-b)? SRRs: 121.433a(c) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that If the Certificate Holder operates in a foreign country where the loading and unloading of aircraft is performed by personnel of the foreign country who do not meet the requirements of 14 CFR 121.433 (a) and (b), that they will be supervised during the loading and unloading by a person qualified under paragraphs 14 CFR 121.433 (a) and (b). <i>Sources:</i> 121.433a(c) <i>Interfaces:</i> 4.2.9-op; 5.1.5-op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>1.10 Does the Certificate Holder's Hazardous Materials / Dangerous Goods Program comply with the guidance contained in FAA Order 8400.10?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that if the operator chooses not to carry hazardous materials or dangerous goods they have a hazardous materials or dangerous goods recognition program. <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 217 Note <i>Interfaces:</i> 4.2.7–op; 5.1.5–op • Check that the Certificate Holder's manual has instructions and information that the Certificate Holder who does not accept, handle, or store hazardous materials or dangerous goods provides procedures and instructions in their manual to ensure that all personnel responsible for accepting and handling any cargo or packaged materials receives adequate training on the recognition of items classified as hazardous materials or dangerous goods (Adequate is defined "operationally" as the demonstrated ability of required personnel to identify such items.) <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 217 Note. Chapter 3, Section 5, Paragraph 219 FSAT 99–06, Paragraph 3C1 AC 121–21B, Paragraph 4g <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has instructions and information that the Certificate Holder who does not accept, handle, or store hazardous materials or dangerous goods provides procedures and instructions in the operator's manual to ensure that no packages are accepted by the operator that contain a hazardous material. <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 219 <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has instructions and information that the Certificate Holder who does not accept, handle, or store hazardous materials or dangerous goods provides in their manual, procedures and instructions for reporting that damaged packages found to contain, or that are suspected of containing, hazardous materials or dangerous goods are reported (in compliance with FAR 175.45, "Reporting Hazardous Materials Incidents"). <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 219 <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has instructions and information that the POI is the FAA's point of contact for the operator and is the final approving authority for the operator's training program. <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 223 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
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Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information that operator submit three copies of the curriculum outlines to the POI in the format prescribed in FAR 121.405.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 223A

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information about damage-free packages.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227A(2)

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information about Authorization of Carriage of hazardous materials, dangerous goods, or other regulated materials.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227A(3)

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of hazardous materials or dangerous goods.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227B

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of Class 8 (corrosive) materials.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227B

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of Class 7 (radioactive) materials.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227B

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of Class 6, Division 6.1 (poisonous) materials.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227B

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has instructions and information providing specific guidance for loading of other regulated materials (ORM) aboard aircraft.

Sources: 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227C

Interfaces: 1.3.14–aw; 2.1.1–aw; 2.1.1–op

- Check that the Certificate Holder's manual has procedures for handling damaged packages.

<p><i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227F <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has procedures for handling radioactive contamination. <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227F <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has procedures for handling substances in Class 6, Division 6.2 (infectious substances). <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227F <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has information that includes a list of telephone numbers and addresses of organizations that can provide technical advice on clean-up techniques and precautions to minimize the possibility of injury to employees and the general public. <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227F <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • If the Certificate Holder is authorized to handle poisons, check that the manual includes procedures for handling packages bearing a poison label. <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 227G <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has instructions and information that the Certificate Holder's training program is approved by the POI (either initial or final). <i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 223B <i>Interfaces:</i> 1.3.7–aw; 4.2.1–aw; 4.2.3–op; 4.2.6–op; 4.2.7–op; 4.2.9–op; 5.1.5–op 	
<p>1.11 Does the Certificate Holder's Hazardous Materials / Dangerous Goods Program comply with the guidance contained in FAA Flight Standards Information Bulletin FSAT 96–06?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that; Oxygen generators containing Sodium Chlorate are classified as a "Hazardous Material" and includes proper description of the content, hazard class, and quantity limitations. <i>Sources:</i> FSAT 96–06, Attachment A <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 2.1.1–op • Check that the Certificate Holder's manual has instructions and information that; Oxygen generators containing Sodium Chlorate are classified as a "Hazardous Material" and that the outer package is appropriately marked and labeled, and the proper shipping name and 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>hazard class is "oxidizing, substances, solid, n.o.s. (contains sodium chlorate), 5.1, UN 1479, II."</p> <p><i>Sources:</i> FSAT 96-06, Attachment A</p> <p><i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that Oxygen generators must have a safe mechanism to prevent accidental discharge during transport. <p><i>Sources:</i> FSAT 96-06, Attachment A</p> <p><i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that; Any oxygen generator that is offered for transportation is properly packaged, marked, labeled and contains verification that it has the "Safe" mechanism installed prior to acceptance. <p><i>Sources:</i> FSAT 96-06, Attachment A</p> <p><i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that; Particular attention should be given to shipment of company material (COMAT) that includes HAZMAT to ensure that HAZMAT regulations are followed. <p><i>Sources:</i> FSAT 96-06, Attachment A</p> <p><i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op</p>	
<p>1.12 Does the Certificate Holder's Hazardous Materials / Dangerous Goods Program comply with the guidance contained in FAA Flight Standards Information Bulletin FSAT 99-06?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that the Certificate Holder who does not accept, handle, or store hazardous materials or dangerous goods provides procedures and instructions in their manual to ensure that all personnel responsible for accepting and handling any cargo or packaged materials receives adequate training on the recognition of items classified as hazardous materials or dangerous goods (Adequate is defined "operationally" as the demonstrated ability of required personnel to identify such items.) <p><i>Sources:</i> 8400.10, Volume 2, Chapter 3, Section 5, Paragraph 217 Note. Chapter 3, Section 5, Paragraph 219 FSAT 99-06, Paragraph 3C1 AC 121-21B, Paragraph 4g</p> <p><i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.13 Does the Certificate Holder's Hazardous Materials / Dangerous Goods Program comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBA 97-08?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.14 Does the Certificate Holder's Hazardous Materials / Dangerous Goods Program comply with the guidance contained in FAA Flight Standards Information Bulletin FSAT 02-01A?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has instructions and information that the written functions of the Director of Operations explicitly include the responsibility to notify flight crewmembers through the dispatch office or air traffic control, while in-flight, of potential danger when baggage and/or cargo on board the 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

airplane is known or believed to have been involved in a hazardous materials spill.	
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Sources: FSAT 02-01A, Paragraph 3B

Interfaces: 1.3.14-aw; 2.1.1-aw; 2.1.1-op

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu	
1. No procedures, policy, instructions or information specified.	
2. Procedures or instructions and information do not identify (who, what, when, where, how).	
3. Procedures, policy or instructions and information do not comply with CFR.	
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.	
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).	
6. Procedures, policy or instructions and information unclear or incomplete.	
7. Documentation quality (e.g., unreadable or illegible).	
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).	
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).	
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
11. Other.	

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the Hazardous Materials / Dangerous Goods Program:
 - 2.1 Is there a control in place to ensure that personnel are able to identify packages marked or labeled as containing hazardous materials? ☐ Yes
☐ No, Explain
 - 2.2 Is there a control in place to ensure that the Certificate Holder's personnel are able to handle occurrences of radioactive contamination, infectious substances, and poisons in accordance with its procedures? ☐ Yes
☐ No, Explain
 - 2.3 Is there a control in place to ensure that the procedures for handling hazardous materials are adhered to by personnel? ☐ Yes
☐ No, Explain
 - 2.4 Is there a control in place to ensure that individuals associated with handling cargo and/or hazardous materials report hazardous material related incidents correctly? ☐ Yes
☐ No, Explain
 - 2.5 Is there a control in place to ensure that the Certificate Holder's Pilot-in-Command notification procedures are followed when carrying hazardous materials? ☐ Yes
☐ No, Explain
 - 2.6 Is there a control in place to ensure that the Certificate Holder maintains records of the individuals who are properly trained to handle hazardous materials? ☐ Yes
☐ No, Explain
 - 2.7 Is there a control in place to ensure that packages containing hazardous material are inspected to verify that they are not damaged? ☐ Yes
☐ No, Explain
 - 2.8 Is there a control in place to ensure that the Certificate Holder's procedures are followed when oxygen generators are shipped? ☐ Yes
☐ No, Explain
 - 2.9 Is there a control in place to ensure that hazardous materials (including COMAT) are accepted in accordance with the Certificate Holder's procedures? ☐ Yes
☐ No, Explain
 - 2.10 Is there a control in place to ensure that compatibility of materials restrictions are adhered to by personnel? ☐ Yes
☐ No, Explain

2.11 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Hazardous Materials / Dangerous Goods Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu	
1. No controls specified.	
2. Documentation for the controls do not identify (who, what, when, where, how).	
3. Controls incomplete.	
4. Controls could be circumvented.	
5. Controls could be unenforceable.	
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's Hazardous Materials / Dangerous Goods Program include the following process measurements:

3.1 Process measurements that would reveal if personnel were unable to identify packages marked or labeled as containing hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal if company personnel were unable to handle radioactive contamination, infectious substances, and poisons in accordance with their procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal if the procedures for handling of hazardous materials were adhered to by personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal if individuals associated with handling cargo and/or hazardous materials report hazardous material related incidents correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal if the Certificate Holder's Pilot-in-Command notification procedures were not followed when carrying hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal if the Certificate Holder failed to maintain records of the individuals who are properly trained to handle hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.7 Process measurements that would reveal if the packages containing hazardous material were not inspected to verify that they were not damaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.8 Process measurements that would reveal if oxygen generators were shipped without following the Certificate Holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Process measurements that would reveal if hazardous materials (including COMAT) were not accepted in accordance with the Certificate Holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.10 Process measurements that would reveal if the compatibility of materials restrictions were not adhered to by personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.11 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.12 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Hazardous Materials / Dangerous Goods Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Hazardous Materials / Dangerous Goods Program that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|--|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Hazardous Materials / Dangerous Goods Program? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI. | |

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Hazardous Materials / Dangerous Goods Program.
- 2 Identify the person who has overall authority for the Hazardous Materials / Dangerous Goods Program.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Hazardous Materials / Dangerous Goods Program:
 - 5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Hazardous Materials / Dangerous Goods Program?

☐ Yes
☐ No, Explain Name/Title:
 - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Hazardous Materials / Dangerous Goods Program?

☐ Yes
☐ No, Explain Name/Title:
 - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Hazardous Materials / Dangerous Goods Program?
SRRs: 121.135(b)(2)

☐ Yes
☐ No, Explain
 - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Hazardous Materials / Dangerous Goods Program?
SRRs: 121.135(a)(1)

☐ Yes
☐ No, Explain
 - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?

☐ Yes
☐ No, Explain
 - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Hazardous Materials / Dangerous Goods Program?

☐ Yes
☐ No, Explain
 - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Hazardous Materials/Dangerous Goods Program?

☐ Yes
☐ No, Explain

5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Hazardous Materials/Dangerous Goods Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.